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TO: Westfield Board of Works and Safety

From: Melody Jones

CC: Todd Burtron

Date: November 15, 2012

RE: Midland Trace Trail Surfacing Contract

Board of Works and Safety

The Westfield Parks and Recreation Department has secured the property for the Midland Trace Trail from Carey Road east to Gunther. We have had the tree line cleaned up and debris removed. Working with the Westfield Engineers we have prepared a Request for Quote to finish the surfacing of this section of trail. The proposals are due on Tuesday, November 27th. I plan to bring to the Board of Work these proposals and ask for your permission to enter into a contract to have this section of the Midland Trace Trail finished before the end of the year.

I will have the numbers ready at your meeting. The project will be paid using Park Impact Fees.